

**RECORD OF ENLISTED PERFORMANCE QUALIFICATIONS (EPQ)  
INVESTIGATOR - IV**

**INSTRUCTIONS**

Record of Performance Qualifications shall be completed for enlisted personnel of the Coast Guard and Coast Guard Reserve as outlined in the Enlisted Qualifications Manual, COMDTINST M1414.8 (series). As proficiency in each performance qualification is demonstrated, the DATE and INITIALS column shall be completed. Personnel are required to demonstrate proficiency in all new qualifications assigned to their rating. Qualifications previously demonstrated, dated and initialed off need not be recertified.

Prior to commencement of Active Duty for Training (ADT), the member's Reserve Unit shall indicate, by circling in red, those qualifications which cannot be completed during inactive duty and should be completed on ADT.

Many enlisted performance qualifications include Supervisory Guidelines (SupGuide), which will assist in clarifying the intent and proper execution of the task that is to be performed. Personnel are reminded that, although demonstration and sign-off of new performance qualifications at or below the current pay grade is not required for advancement the qualifications will be used to develop future Service Wide Examinations. It is the member's responsibility to be proficient in all currently published performance qualifications, up to and including those of their present pay grade for their specific rating to facilitate mentoring junior personnel in their charge.

Some reference material is made available through the U.S. Coast Guard Directives System Intranet site accessible at <http://cgweb.uscg.mil/g-c/g-ccs/g-cit/g-cim/directives/welcome.htm>, U.S. Coast Guard Directives System Internet site accessible at <http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm>, your unit administrative library, or from other government sources. Most CGIS reference material is of a sensitive nature and has restricted availability. Contact the IV Subject Matter Specialist or IV Rating Force Master Chief in the event reference material is not readily available at your unit. A listing of reference material is located at the end of this Tab.

**RATING**

INVESTIGATOR (Effective for the OCT 2006 Reserve SWE)

**ABBREVIATION**

IV

**DATE COMPLETED ALL PERFORMANCE QUALIFICATIONS FOR RATE LEVEL**

**E-4**

**E-5**

**E-6**

**E-7**

**E-8**

**E-9**

**NAME** (Last, First, Middle Initial)

**EMPLID NUMBER**

SIGNATURE OF SUPERVISOR				
DATE	NAME/SIGNATURE	INITIALS	RATE	UNIT
REMARKS				

RATING: Investigator - IV	INIT	DATE
<p><b>A. <u>LEGAL</u></b></p> <p><b>5.A.01 BRIEF</b> military personnel (or the public) concerning the following CGIS missions IAW the Investigations Manual, COMDTINST M5527.1(series):</p> <ul style="list-style-type: none"> <li>▪ Criminal Investigation – UCMJ / U.S. Code</li> <li>▪ Liaison Taskforce</li> <li>▪ Protective Services Operations</li> <li>▪ Operational Intelligence Collection</li> </ul> <p><b>5.A.02 BRIEF</b> personnel on the following CGIS authority and jurisdiction IAW the Investigations Manual, COMDTINST M5527.1(series) and the Maritime Law Enforcement Manual (MLEM), COMDTINST 16247.1(series):</p> <ul style="list-style-type: none"> <li>▪ 14 USC 2</li> <li>▪ 14 USC 89a</li> <li>▪ 14 USC 93e</li> <li>▪ 14 USC 95</li> <li>▪ 14 USC 141</li> <li>▪ 14 USC 143</li> <li>▪ 19 USC 1401</li> <li>▪ 19 USC 1581</li> <li>▪ 19 USC 1589a</li> </ul> <p><b>5.A.03 EVALUATE</b> the elements, maximum punishments, and statutes of limitation for federal criminal code violations IAW the Uniformed Code of Military Justice (UCMJ), the Military Justice Manual, COMDTINST M5810.1(series), the Manual for Courts-Martial and Federal Rules of Criminal Procedure.</p> <p><b>5.A.04 BRIEF</b> legal authorities on a case IAW the Investigations Manual, COMDTINST M5527.1(series).</p> <p><b>5.A.05 ISSUE</b> Miranda/Tempia warnings to civilian and military subjects IAW the Investigations Manual, COMDTINST M5527.1(series), the Manual for Courts-Martial (Article 31), the Maritime Law Enforcement Manual (MLEM), COMDTINST M16247.1(series), Boarding Officer/Boarding Team Member Performance Qualifications Standard (PQS), COMDTINST M16247.3(series).</p> <p><b>5.A.06 ISSUE</b> a cleansing statement to civilian and military subjects IAW the Investigations Manual, COMDTINST M5527.1(series) and the Manual for Courts-Martial (Rule 305 for Military Personnel).</p>		
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<p><b>5.A.07 PREPARE</b> a consent to search form (CG-5594L) IAW the Investigations Manual, COMDTINST M5527.1(series).</p> <p><b>5.A.08 PREPARE</b> an authority to search form (CG-5594M) IAW the Investigations Manual, COMDTINST M5527.1(series) and the Military Justice Manual, COMDTINST M5810.1(series).</p> <p><b>5.A.09 SUBMIT</b> an application for a search authorization IAW the Investigations Manual, COMDTINST M5527.1(series), Manual for Courts-Martial, Part III M.R.E. 315, and the Military Justice Manual, COMDTINST M5810.1(series).</p> <p><b>5.A.10 PREPARE</b> an evidence log entry IAW the Investigations Manual, COMDTINST M5527.1(series).</p> <p><b>5.A.11 STORE</b> evidence IAW the Investigations Manual, COMDTINST M5527.1(series).</p> <p><b>5.A.12 TRANSFER</b> evidence IAW the Investigations Manual, COMDTINST M5527.1(series).</p> <p><b>5.A.13 TESTIFY</b> in a military court proceeding IAW the Manual for Courts-Martial, Rules for Courts-Martial (Rule 913), and the Air Force Office of Special Investigations (AFOSI) Pamphlet 71-118.</p> <p><b>SupGuide:</b> The court setting may be simulated to satisfy requirements of this qualification.</p> <p><b>6.A.01 CONDUCT</b> an evidence inventory IAW the Investigations Manual, COMDTINST M5527.1(series).</p> <p><b>6.A.02 SUBMIT</b> an affidavit in support of a search warrant IAW the Investigations Manual, COMDTINST M5527.1(series).</p> <p><b>SupGuide:</b> Follow situational procedures prescribed the prosecuting authority as required.</p> <p><b>7.A.01 REVIEW</b> an evidence log for accuracy and completeness IAW the Investigations Manual, COMDTINST M5527.1(series).</p>		
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<p><b>B. <u>INVESTIGATIVE TECHNIQUES</u></b></p> <p><b>5.B.01 CONDUCT</b> a criminal record check IAW Investigations Manual, COMDTINST 5527.1 (series).</p> <p><b>5.B.02 CONDUCT</b> the following Interviews IAW the Investigations Manual, COMDTINST M5527.1(series).</p> <ul style="list-style-type: none"> <li>▪ Victim</li> <li>▪ Witness</li> </ul> <p><b>SupGuide:</b> Shall include both adults and minors.</p> <p><b>5.B.03 CONDUCT</b> a subject interview (interrogation) IAW the Investigations Manual, COMDTINST M5527.1(series).</p> <p><b>SupGuide:</b> Shall include both adults and minors</p> <p><b>5.B.04 PROCESS</b> a subject for the following IAW the Investigations Manual, COMDTINST M5527.1(series):</p> <ul style="list-style-type: none"> <li>▪ Fingerprint</li> <li>▪ Photograph</li> </ul> <p><b>5.B.05 COMPLETE</b> an Interview Log (CG-5477) IAW the Investigations Manual, COMDTINST M5527.1(series).</p> <p><b>5.B.06 OBTAIN</b> a sworn affidavit using the affidavit form (CG-5593F) IAW the Investigations Manual, COMDTINST M5527.1(series).</p> <p><b>5.B.07 COORDINATE</b> a polygraph exam IAW the Investigations Manual, COMDTINST M5527.1(series).</p> <p><b>5.B.08 CONDUCT</b> a surveillance site survey IAW the Air Force Office of Special Investigations (AFOSI) Pamphlet 71-114.</p>		
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<p><b>5.B.09 CONDUCT</b> the following types of surveillance IAW the Air Force Office of Special Investigations (AFOSI) Pamphlet 71-114.</p> <ul style="list-style-type: none"> <li>▪ Foot Surveillance</li> <li>▪ Mobile Surveillance</li> <li>▪ Counter Surveillance</li> <li>▪ Video Surveillance</li> </ul> <p><b>5.B.10 RECORD</b> information in a surveillance log IAW the Air Force Office of Special Investigations (AFOSI) Pamphlet 71-114.</p> <p><b>5.B.11 RECRUIT</b> informants IAW the Investigations Manual, COMDTINST M5527.1(series).</p> <p><b>5.B.12 CONDUCT</b> a line-up IAW the Investigations Manual, COMDTINST M5527.1(series).</p> <p><b>5.B.13 IDENTIFY</b> an unknown substance utilizing appropriate method IAW Drug Identification Bible (ISBN-0-9635626-2-2).</p> <ul style="list-style-type: none"> <li>▪ Field Drug Test</li> <li>▪ Physical Characteristics</li> <li>▪ Method of Ingestion (Paraphernalia)</li> </ul> <p><b>5.B.14 REQUEST</b> appropriate laboratory analysis on collected evidence IAW the CGIS Field Guide, COMDTINST 5527.3 (series).</p> <p><b>5.B.15 OBTAIN</b> Handwritten exemplars IAW the Air Force Office of Special Investigations (AFOSI) Pamphlet 124.</p> <p><b>5.B.16 ESTABLISH</b> a perimeter at a crime scene IAW the Air Force Office of Special Investigations (AFOSI) Pamphlet 124.</p> <p><b>5.B.17 CONDUCT</b> an evidentiary search of the following IAW the CGIS Field Guide, COMDTINST 5527.3 (series) and the Maritime Law Enforcement Manual (MLEM), COMDTINST M16247.1(series):</p> <ul style="list-style-type: none"> <li>▪ Dwelling / Residence</li> <li>▪ Vehicle</li> <li>▪ Vessel</li> </ul>		
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<p><b>5.B.18 COLLECT</b> evidence from a crime scene IAW the CGIS Field Guide, COMDTINST 5527.3 (series).</p> <p><b>5.B.19 CONDUCT</b> a consent search IAW the Investigations Manual, COMDTINST M5527.1(series).</p> <p><b>5.B.20 BRIEF</b> a command on the status of an investigation IAW the Investigations Manual, COMDTINST M5527.1(series).</p> <p><b>5.B.21 MAINTAIN</b> photograph logs IAW the Investigations Manual, COMDTINST M5527.1(series), Appendices D-1.</p> <p><b>6.B.01 SKETCH</b> a crime scene IAW the CGIS Field Guide, COMDTINST 5527.3(series).</p> <p><b>6.B.02 COORDINATE</b> a surveillance team the IAW Air Force Office of Special Investigations (AFOSI) Pamphlet 71-114.</p> <p><b>7.B.01 PREPARE</b> an operational plan utilizing CG-5593A IAW the Investigations Manual, COMDTINST M5527.1(series).</p> <p><b>7.B.02 PLAN</b> an Undercover Operation IAW the Investigations Manual, COMDTINST M5527.1(series).</p> <p><b>8.B.01 REVIEW</b> an operational plan IAW the Investigations Manual, COMDTINST M5527.1(series).</p> <p><b>8.B.02 CONDUCT</b> a Pre-Operations Meeting utilizing CG-5593B IAW the Investigations Manual, COMDTINST M5527.1(series).</p> <p><b>9.B.01 ADMINISTER</b> informant activity IAW the Investigations Manual, COMDTINST M5527.1(series).</p> <ul style="list-style-type: none"> <li>▪ Confidential Informant (CI)</li> <li>▪ Cooperating Witness (CW)</li> <li>▪ Source of Information (SI)</li> </ul>		
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<p><b>C. <u>USE OF FORCE/DEFENSIVE TACTICS</u></b></p> <p><b>5.C.01 CONTROL</b> a compliant subject using verbal commands IAW the Maritime Law Enforcement Manual (MLEM), COMDTINST M16247.1(series) and the Boarding Officer/Boarding Team Member Standard Answer Book (SAB), COMDTINST M16247.7(series).</p> <p><b>5.C.02 CONTROL</b> a passive resistant subject IAW the Maritime Law Enforcement Manual (MLEM), COMDTINST M16247.1(series) and the Boarding Officer/Boarding Team Member Standard Answer Book (SAB), COMDTINST M16247.7(series).</p> <ul style="list-style-type: none"> <li>▪ Escorts</li> <li>▪ Pressure Points</li> </ul> <p><b>5.C.03 HANDCUFF</b> a non-resisting subject in the following positions IAW the Maritime Law Enforcement Manual (MLEM), COMDTINST M16247.1(series), Boarding Officer/Boarding Team Member Standard Answer Book (SAB), COMDTINST M16247.7(series):</p> <ul style="list-style-type: none"> <li>▪ Standing</li> <li>▪ Kneeling</li> <li>▪ Prone</li> <li>▪ Offside prone</li> </ul> <p><b>5.C.04 CONTROL</b> an active resistant subject with the following IAW the Maritime Law Enforcement Manual (MLEM), COMDTINST M16247.1(series) and the Standard Answer Book (SAB), COMDTINST M16247.7(series):</p> <ul style="list-style-type: none"> <li>▪ Strikes</li> <li>▪ Kicks</li> <li>▪ Punches</li> <li>▪ Pepper Spray (OC)</li> <li>▪ Take Down (include handcuff take downs)</li> </ul>		
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<p><b>5.C.05 CONTROL</b> an active aggressive subject with the following IAW the Maritime Law Enforcement Manual (MLEM), COMDTINST M16247.1(series) and the Boarding Officer/Boarding Team Member Standard Answer Book (SAB), COMDTINST M16247.7(series):</p> <ul style="list-style-type: none"> <li>▪ Strikes</li> <li>▪ Kicks</li> <li>▪ Punches</li> <li>▪ Pepper Spray (OC)</li> <li>▪ Take Down</li> <li>▪ Baton</li> </ul> <p><b>5.C.06 CONDUCT</b> a frisk IAW the Maritime Law Enforcement Manual (MLEM), COMDTINST M16247.1(series) and the Boarding Officer/Boarding Team Member Standard Answer Book (SAB), COMDTINST M16247.7(series).</p> <p><b>5.C.07 ARREST/APPREHEND</b> an individual IAW the Maritime Law Enforcement Manual (MLEM), COMDTINST M16247.1(series) and the Boarding Officer/Boarding Team Member Standard Answer Book (SAB), COMDTINST M16247.7(series).</p> <p><b>5.C.08 CONDUCT</b> a search incident to an arrest/apprehension IAW the Maritime Law Enforcement Manual (MLEM), COMDTINST M16247.1(series) and the Boarding Officer/Boarding Team Member Standard Answer Book (SAB), COMDTINST M16247.7(series):</p> <p><b>5.C.09 TRANSPORT</b> a prisoner to a detention facility IAW the Investigations Manual, COMDTINST M5527.1(series).</p>		
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<p><b>5.C.10 RETAIN</b> control of your weapon in the following scenarios using techniques outlined IAW the Maritime Law Enforcement Manual (MLEM), COMDTINST M16247.1(series) and the Boarding Officer/Boarding Team Member Standard Answer Book (SAB), COMDTINST M16247.7(series):</p> <ul style="list-style-type: none"> <li>▪ Holstered duty weapon</li> <li>▪ Drawn duty weapon</li> <li>▪ Rear Escape</li> <li>▪ Front Choke Break</li> </ul> <p><b>5.C.11 REACT</b> to a deadly force situation using the following tactics and techniques IAW the Maritime Law Enforcement Manual (MLEM), COMDTINST M16247.1(series) and the Boarding Officer/Boarding Team Member Standard Answer Book (SAB), COMDTINST M16247.7(series):</p> <ul style="list-style-type: none"> <li>▪ Reactionary gap</li> <li>▪ Line of fire</li> <li>▪ Triangulation</li> <li>▪ Cover &amp; concealment</li> <li>▪ Weapons awareness</li> <li>▪ Personal contact &amp; cover</li> <li>▪ Fatal Funnel</li> </ul> <p><b>SupGuide:</b> Proficiency in the COMDT's use of force continuum.</p>		
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<p><b>D. <u>PROTECTIVE SERVICE OPERATIONS</u></b></p> <p><b>SupGuide:</b> All qualifications in this section may be accomplished in a simulated PSO environment.</p> <p><b>5.D.01 CONDUCT</b> a Protective Threat Assessment IAW the Air Force Office of Special Investigations (AFOSI) Pamphlet 71-144 and the CGIS Report Writing Field Guide (SOP 5214).</p> <p><b>5.D.02 PROTECT</b> principal in foot escort formations IAW the Air Force Office of Special Investigations (AFOSI) Pamphlet 71-144.</p> <p><b>5.D.03 PROTECT</b> principal in motorcade escort formations IAW the Air Force Office of Special Investigations (AFOSI) Pamphlet 71-144.</p> <p><b>6.D.01 CONDUCT</b> a site survey IAW the Air Force Office of Special Investigations (AFOSI) Pamphlet 71-144.</p> <p><b>SupGuide:</b> To include check points and perimeter.</p> <p><b>7.D.01 CONDUCT</b> an advance IAW the Air Force Office of Special Investigations (AFOSI) Pamphlet 71-144.</p> <p><b>7.D.02 PREPARE</b> a PSO plan as team leader IAW the Air Force Office of Special Investigations (AFOSI) Pamphlet 71-144.</p> <p><b>7.D.03 CONDUCT</b> Pre-Operations meeting with PSO team members to assign duties IAW the Air Force Office of Special Investigations (AFOSI) Pamphlet 71-144.</p> <p><b>7.D.04 COORDINATE</b> PSO command post as the team leader IAW the Air Force Office of Special Investigations (AFOSI) Pamphlet 71-144.</p>		
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<p><b>E.     <u>ADMINISTRATION</u></b></p> <p><b>5.E.01 PREPARE</b> a USCG Investigative Service Time Report (CG-4356A) IAW the Investigations Manual, COMDTINST M5527.1(series).</p> <p><b>5.E.02 PREPARE</b> a Preliminary Inquiry (PI) IAW the CGIS Report Writing Field Guide (SOP 5214).</p> <p><b>5.E.03 PREPARE</b> a Report of Investigation (ROI) IAW the CGIS Report Writing Field Guide (SOP 5214).</p> <p><b>5.E.04 PREPARE</b> a Spot Report IAW the CGIS Report Writing Field Guide (SOP 5214).</p> <p><b>5.E.05 PREPARE</b> a Use of Force Report IAW the CGIS Report Writing Field Guide (SOP 5214).</p> <p><b>5.E.06 PREPARE</b> a Form DD-1149 for weapons receipt or transfer IAW Ordinance Manual COMDTINST 8000.2 (series).</p> <p><b>7.E.01 CONDUCT</b> Personnel Security Mini-Background checks for Agent applicants IAW the Investigations Manual, COMDTINST M5527.1(series).</p> <p><b>8.E.01 REVIEW</b> CG4608 reports IAW the CGIS Report Writing Field Guide (SOP 5214).</p>		
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<p><b>F. <u>OPERATIONAL INTELLIGENCE</u></b></p> <p><b>5.F.01 COLLECT</b> raw intelligence utilizing the Human Intelligence (HUMINT) method IAW the Investigations Manual, COMDTINST M5527.1(series) and COMLANT/COMPAC Area SOP, Annex B.</p> <p><b>5.F.02 PREPARE</b> a Field Intelligence Reports (FIR) IAW COMDTINST 3821.15(series).</p> <p><b>5.F.03 PHOTOGRAPH</b> items for intelligence purposes IAW COMLANT/COMPAC Area SOP, Appendix 8 to Annex B.</p> <p><b>6.F.01 CONDUCT</b> a critical infrastructure threat assessment IAW the CGIS Report Writing Field Guide (SOP 5214) and the Physical Security and Force Protection Manual, COMDTINST M5530.1(series).</p> <p><b>7.F.01 PREPARE</b> a Request for Intelligence Information (RFI) IAW the CG Intelligence Request for Information (RFI) and Production Requirements Policy, COMDTINST 3800.2(series).</p> <p><b>7.F.02 PREPARE</b> an Intelligence Information Report (IIR) IAW COMLANT/COMPAC Area SOP, Annex B.</p> <p><b>7.F.03 CONDUCT</b> an intelligence briefing purposes IAW COMLANT/COMPAC Area SOP, Intelligence Briefs, Annex B para 3-36.</p>		
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## **GLOSSARY**

**ADMINISTER** - To manage or supervise the execution, use, or conduct of a relatively structured activity.

**ARREST/APPREHEND** – To seize or capture and keep in custody by authority of law or official regulation.

**BRIEF** - To give information or final precise instructions.

**COLLECT** - To gather or exact from a number of persons or sources; to bring together in a group.

**COMPLETE** - To bring to an end and especially into a perfected state.

**CONDUCT** - To direct or control, lead, or guide; to direct an action or evolution as the leader (supervisor).

**CONTROL** - To exercise restraining or direct influence over. To regulate or dominate.

**COORDINATE** - To bring into a common action, movement, or condition.

**ESTABLISH** - To bring into existence; to introduce as a permanent entity or procedure.

**EVALUATE** - To determine the significance or worth of, usually by careful appraisal and study.

**HANDCUFF** - The act of restraining a person by attachment of metal banding devices that lock about the wrists.

**IDENTIFY** - To determine critical or necessary conditions or other factors; to determine the specific model of an item; to ascertain the origin, nature, or definitive characteristics of.

**ISSUE** - To give out; officially put forth or distributed.

**MAINTAIN** - To preserve, fix, or keep in good repair.

**OBTAIN** - To gain or attain.

**PHOTOGRAPH** - The art or process of producing images on a sensitized surface (as a film) by the action of radiant energy and especially light.

**PLAN** – A method or set of procedural steps for achieving an end or outcome.

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**PREPARE** - To put together; to combine elements and produce a product; to make ready; to make other persons or things ready.

**PROCESS** - To initiate a series of actions or operations leading to a particular end or outcome.

**PROTECT** - To cover or shield from exposure, injury, or destruction; to guard.

**REACT** - To exert a reciprocal or counteracting force or influence; response to a stimulus usually in opposition.

**RECORD** - To set down as a means of preserving information; document. To save information mechanically or electronically. To document information in a record book, database, or other application for later retrieval and review.

**RECRUIT** – To enroll or procure the services of.

**REPLY** – To respond in words or writing; to do something in response.

**REQUEST** – The act or instance of making a demand for something; ask.

**RETAIN** - to keep in possession, to hold secure or intact.

**REVIEW** - To go over for the purpose of determining correctness or currency.

**SKETCH** – A rough drawing representing the key features of an object or scene.

**STORE** - To stock or deposit. Note: Store implies protecting from deterioration or pilferage.

**SUBMIT** - To send forward for approval. To prepare a report or form following a defined process and forwarding it to the prescribed authority.

**TESTIFY** – To make a statement or declaration under oath, offering evidence or proof, usually in a court of law.

**TRANSFER** – To convey from one place or person to another.

**TRANSPORT** - To carry or move about; convey.

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**REFERENCES:**

CGIS Investigations Manual, COMDTINST 5527.1 (series)

CGIS Field Guide, COMDTINST 5527.3 (series)

CGIS Report Writing Field Guide (SOP 5214)

Field Intelligence Reports (FIR) COMDTINST 3821.15(series)

Uniform Code of Military Justice

Military Justice Manual, COMDTINST M5810.1(series)

Air Force Office of Special Investigations (AFOSI) Pamphlet (series): 71-144, 71-114, 124

Drug Identification Bible (ISBN-0-9635626-2-2)

Maritime Law Enforcement Manual (MLEM), COMDTINST M16247.1(series),

Boarding Officer/Boarding Team Member Performance Qualifications Standard (PQS),  
COMDTINST 16247.3 (series)

Boarding Officer/Boarding Team Member Performance Qualifications (PQS)  
Standard Answer Book (SAB), COMDTINST M16247.7 (series)

COMLANT/COMPAC Standard Operating Procedures Manual, Annex B

CG Intelligence Request for Information (RFI) and Production Requirements Policy,  
COMDTINST 3800.2(series)

Intelligence Collection and Reporting Guidelines, COMDTINST C3821.5(series)

Physical Security and Force Protection Manual, COMDTINST M5530.1(series)

Manual for Courts-Martial, Rule 305

Federal Rules of Criminal Procedure

Military Justice Manual, [COMDTINST M5810.1](#) (series)

Ordnance Manual, [COMDTINST M8000.2](#) (series)

END